



DEMYSTIFYING THE REQUEST FOR PROPOSAL PROCESS

WELCOME

- ▶ Nicky Lambert
 - Aging Programs Analyst II
- ▶ Kari Melaas
 - Aging Programs Analyst II
- ▶ Mary Sibbett
 - Program and Policy Manager

TRAINING OBJECTIVES

A stronger understanding of the following:

- ▶ Legal Authority
 - ▶ RFP Process
 - ▶ RFP Components
 - ▶ Special Circumstances
 - ▶ Common Findings
 - ▶ Helpful Tips
- 

LEGAL AUTHORITY

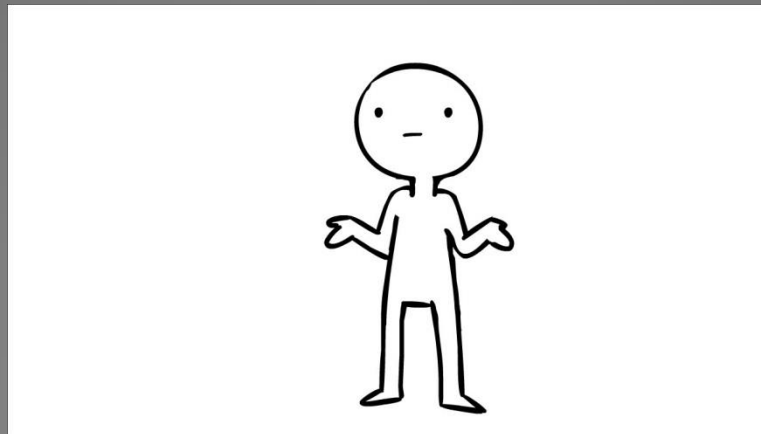


LEGAL AUTHORITY

AAA RFPs must meet all requirements outlined in the following:

- | | |
|--|---|
| ▶ Older Americans Act | ▶ Older Californians Act |
| ▶ Code of Federal Regulations (CFR), Title 45, Parts 75.325-75.335 | ▶ California Code of Regulations (CCR), Title 22, Division 1.8, Article 4 |
- ▶ CDA Standard Agreement

WHAT IS A REQUEST FOR PROPOSAL?



WHAT IS AN RFP?

Request for Proposal (RFP)

- ▶ An RFP is a document that solicits applications through a bidding process to obtain goods and services.

OVERALL RFP PROCESS

- ▶ Planning and Preparation
- ▶ Publicity
- ▶ Submission
- ▶ Evaluation
- ▶ Intent to Award
- ▶ Protest and Protest Resolution
- ▶ Contract Award

PLANNING AND PREPARATION



RFP PLANNING AND PREPARATION

- ▶ Defining program and service area.
- ▶ AAA staff responsibilities
- ▶ Ensuring up-to-date policies, procedures, manuals, and contract language
- ▶ Bidder capabilities
- ▶ Selection of the evaluation committee and determining evaluation criteria

REQUIRED RFP COMPONENTS

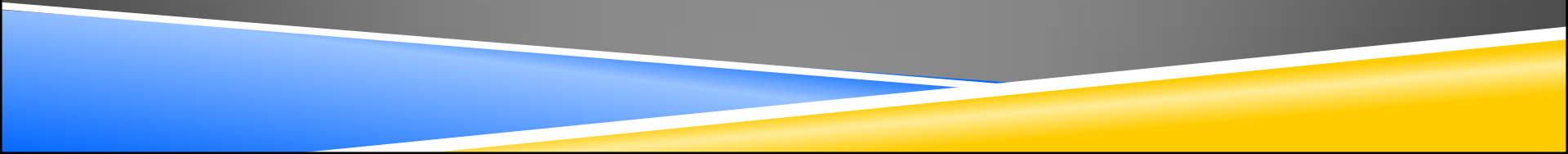


REQUIRED RFP COMPONENTS

- ▶ Timeline
- ▶ General Information
- ▶ Funding
- ▶ Program Specifics
- ▶ Language

REQUIRED RFP COMPONENTS

Timeline

- ▶ Letter of Intent deadline
 - ▶ Bidders' Conference dates
 - ▶ Submission date and time
 - ▶ Evaluation completion date
 - ▶ Announcement of award date
 - ▶ Protest and Resolution date
 - ▶ Contract date
- 

REQUIRED RFP COMPONENTS

General Information

- ▶ Name and address of the Area Agency on Aging (AAA)
- ▶ Insurance or bonding requirements
- ▶ Service area

REQUIRED RFP COMPONENTS

Funding

- ▶ An estimate of the funds available
 - Source amount
 - Duration of funding
 - Non-federal match
- ▶ Budget and narrative details
 - Identification of program specific line items

REQUIRED RFP COMPONENTS

Program Specifics

- ▶ Laws and Regulations
- ▶ Technical Requirements
- ▶ Service Delivery Requirements
- ▶ Service Units

REQUIRED RFP COMPONENTS

Program Specifics (continued)

- ▶ Written policies and procedures
- ▶ Program Manuals
- ▶ Policy Memos
 - CDA
 - AAA

REQUIRED RFP COMPONENTS

Required language:

- ▶ The RFP shall include all contract specifications and standards, along with both of the following statements:
 - The selected proposal shall be made a part of the contract
 - The AAA may negotiate modifications to assure program requirements are covered before the contract is signed

REQUIRED RFP COMPONENTS

Required language (continued)

- ▶ If service levels are not being met, then the budget may be reduced to reflect the current levels
- ▶ No contract funds should be used to pay the salary or expenses for anyone that is lobbying

REQUIRED RFP COMPONENTS

Required language (continued)

- ▶ Funding for the contract is contingent upon the availability of state and federal funds
- ▶ Contract awards shall be limited to a one-year period
- ▶ Yearly renewals up to three years following the initial year are allowable

PUBLICITY



PUBLICITY

- ▶ Display a copy of the RFP at the AAA office
- ▶ Publish a synopsis of the RFP in a local newspaper
- ▶ Establish and maintain a list of potential bidders

PUBLICITY

- ▶ Mail or deliver the RFP to known prospective bidders
- ▶ Provide a copy to any potential bidder upon request

SUBMISSION



SUBMISSION

Clear instructions should include:

- ▶ Due date and time
- ▶ Procedures

EVALUATION



EVALUATION

- ▶ Evaluation Panel
- ▶ A description of the evaluation process and criteria is required. This includes:
 - Scoring
 - Standardized Forms

EVALUATION

At a minimum, the evaluation should take into consideration:

- ▶ Qualifications of the bidder or resumes of the personnel
- ▶ Adequacy of the service/program plan or methodology

EVALUATION

At a minimum, the evaluation should take into consideration:

(continued):

- ▶ Adequacy of the facilities and resources
- ▶ Cost-effectiveness
- ▶ Comparability of objectives in the proposal to objectives specified in the RFP

SPECIAL CIRCUMSTANCES



SPECIAL CIRCUMSTANCES

For Profits

CDA must approve any For Profit proposals before the contract is awarded. The following must sent to CDA :

- ▶ The RFP issued by the AAA
- ▶ All submitted proposals
- ▶ All evaluations
- ▶ Publicity
- ▶ Rationale for awarding to a For Profit

INTENT TO AWARD



INTENT TO AWARD

- ▶ Intent to Award announces the potential selected bidder
- ▶ Allows for protest and protest resolution

PROTEST AND RESOLUTION



PROTEST AND RESOLUTION

- ▶ Process must be in the RFP as bidders have a right to protest
- ▶ Must be in writing
- ▶ Key dates
 - Protest submissions
 - Decisions

CONTRACT AWARD



CONTRACT AWARD

- ▶ Contract execution process
 - Internal
 - Provider
- ▶ Full compliance within 120 days of the beginning date of the contract

SEVENTH INNING STRETCH

- ▶ Let's get up!
- ▶ Stretch to the left
- ▶ Stretch to the right
- ▶ Attempt a toe touch
- ▶ Reach for the sky
- ▶ Breathe in....Breathe Out

NON-COMPETITIVE PROCESS



CIRCUMSTANCES FOR A NON-COMPETITIVE AWARD:

- ▶ Service is only available from a single source
- ▶ An urgent public need or emergency that will not cause a delay or disrupt services

CIRCUMSTANCES FOR A NON-COMPETITIVE AWARD:

- ▶ After a solicitation from numerous sources competition is considered inadequate
- ▶ Inter-governmental contract resulting in efficiency and economy

CIRCUMSTANCES FOR A NON-COMPETITIVE AWARD

Small Contracts

- ▶ Not over \$100,000 in the aggregate
- ▶ Must obtain price quotes from various sources
- ▶ Contracts cannot be split to circumvent the RFP process

COMMON FINDINGS



COMMON FINDINGS

- ▶ No written policies & procedures
- ▶ Missing RFP components
- ▶ Insufficient publicity
- ▶ Evaluations

COMMON FINDINGS

Written policies and procedures for the RFP:

- ▶ Development
- ▶ Publicity
- ▶ Overall Evaluation
- ▶ Protest and Resolution

COMMON FINDINGS

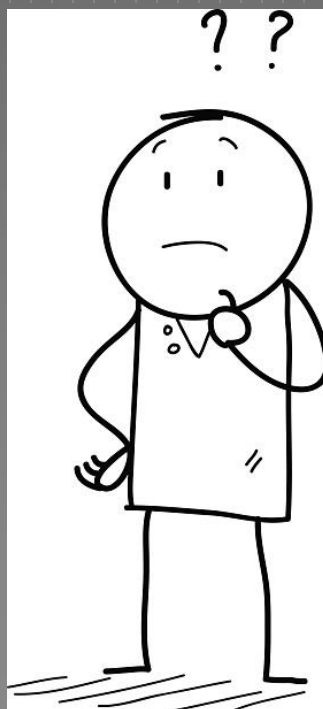
Missing RFP Components

- ▶ Letter of intent
- ▶ Bidders conference
- ▶ Composition of the evaluation panel

COMMON FINDINGS

- ▶ Insufficient publicity
- ▶ Evaluations
 - No standardized scoring
 - No description of the evaluation process

QUIZ



QUIZ

Rules

- ▶ Raise your hand if you know the answer
- ▶ One guess per person
- ▶ Please do not shout out answers

QUIZ

What is.....

- ▶ What is an RFP?
- ▶ Letter of Intent?
- ▶ Bidders Conference?
- ▶ Evaluation Panel?
- ▶ Small Contract?

QUIZ

- ▶ Name three ways to publicize
- ▶ What should be sent to CDA if a For Profit is selected?
- ▶ Name three items on the timeline
- ▶ Name a circumstance for when a non-competitive award can be used?

HELPFUL TIPS



HELPFUL TIPS

- ▶ A time analysis of previous RFP cycles
- ▶ Work with the local procurement office
- ▶ An odd number of evaluation panel members to prevent the use of tie breakers

HELPFUL TIPS

- ▶ Develop a project plan to assist in tracking tasks and deadlines
- ▶ The RFP must have clear instructions so that bidders have the option to bid on either the whole or a portion of the RFP if the RFP is for multiple services

HELPFUL TIPS

- ▶ Designate a contact person
- ▶ Number of proposal copies needed
- ▶ Ensuring members of the evaluation panel have knowledge of the program and its requirements
- ▶ Other information the AAA determines may be helpful to the bidder

HELPFUL TIPS

- ▶ There are services or consultants that assist with creating, issuing, and disseminating RFP's
- ▶ Reach out to assigned CDA program analysts, California Association of Area Agencies on Aging (C4A), and peers

QUESTIONS



CDA CONTACTS

- ▶ Kari Melaas, Aging Programs Analyst II
(916) 928-7890 kari.melaas@aging.ca.gov
- ▶ Nicky Lambert, Aging Programs Analyst II
(916) 928-3328 nicky.lambert@aging.ca.gov
- ▶ Mary Sibbett, Program and Policy Manager
(916) 928-7557 mary.sibbett@aging.ca.gov

THANK YOU!